

Department of Administrative Services Notification of Outside Employment

As provided by the State of Nebraska Personnel Rules and Regulations, "an employee, with prior approval of the Agency Head, may engage in additional employment or acquire private interest in a business, provided such employment or interest does not interfere with the interest of the State, the agency, or State Statutes."

Outside employment notifications shall only be questioned if there is a verifiable conflict of interest with the State, the Department of Administrative Services, or State Statutes.

☐ I am notifying the Agency of my outside employment described below.

Name of Employer or Firm: _____

Nature of Employer's or Firm's businesses: _____

Type of work performed: _____

Approximate hours worked per week: _____

The above employment will not interfere with my employment with the Department nor will it conflict with the interests of the State or the Department of Administrative Services.

Employee Printed Name

Employee Signature

Date

The employee's immediate supervisor/manager shall indicate notification by signature. **The original completed form will be forwarded to the AS Human Resources Office to be filed in the employee's personnel file.**

Signature of Supervisor/Manager

Date

Signature of Division Head

Date